

**CITY OF NEWPORT BEACH
BALBOA VILLAGE ADVISORY COMMITTEE MINUTES**

Location: ExplorOcean 600 East Bay Avenue
Wednesday, February 13, 2013 - 4:00 p.m. to 5:30 p.m.

I. Call Meeting to Order

Council Member Henn convened the meeting at 4:00 p.m. and introduced Council Member Tony Petros who is replacing Mayor Keith Curry.

Council Member Petros expressed his gratitude for the opportunity to serve on the Committee and presented a brief background of his experience.

The following persons were in attendance:

Committee Members:

Michael Henn, Council Member (Chair)
Tony Petros, Council Member
Gloria Oakes – Balboa Peninsula Point HOA
Laura Keane – Central Newport Beach Community Association
Tom Pollack – ExplorOcean Representative
Jim Stratton – At-Large Representative

Absent:

Ralph Rodheim

Staff Members:

Kimberly Brandt, Community Development Director
Brenda Wisneski, Deputy Community Development Director
Tony Brine, City Traffic Engineer
Fern Nueno, Associate Planner
Mark Harmon, Municipal Operations Director

II. Public Comment on Non-Agendized Items (comments limited to 3 minutes)

Interested parties were invited to address the Committee on Non-Agendized Items. There being no response, Chair Henn closed the Public Comments portion of the meeting.

III. Approval of Minutes

Recommended Action: Approve January 9, 2013 Minutes (Attachment 1)

Interested parties were invited to address the Committee on this item.

Jim Mosher noted the absence of Committee Member Ralph Rodheim, made minor corrections to the minutes, and noted that upon assignment of a Sub-Committee, it was not given clear charge as to its responsibilities and schedule.

There being no others wishing to address the Committee, Chair Henn closed public comments for this item.

Member Pollack moved to approve the minutes of the January 9, 2013 meeting as amended, and Member Stratton seconded the motion; and the minutes were approved unanimously.

IV. Approved 2013 Work Program Schedule (Attachment 2)

1. Update of City Council Action on January 22, 2013

Recommended Action: Receive and file.

Chair Henn reported that this portion of the Agenda will be moved to later in the meeting.

V. Review of Balboa Village Maintenance Program (Attachment 3)

1. Overview by Mark Harmon, Municipal Operations Director
2. Discuss Standard of Maintenance

Recommended Action: Discuss and provide direction as appropriate.

Municipal Operations Director Harmon noted that his department is responsible for all of the City's maintenance needs. He presented details of the Balboa Village Maintenance Program addressing the current program and areas of focus and enhancements. He noted that the three main areas for maintenance are sidewalks, boardwalk, and trash receptacles and containers (plants). Additionally, he addressed street-sweeping and presented the schedule during winter and summer. He addressed steam-cleaning the sidewalks, maintenance of plants and containers, and related frequencies. Mr. Harmon presented details of areas currently maintained and noted that the boardwalk is mostly private property but that staff was asked to perform steam-cleaning events on it, which is the highest impact area. He presented recommendations moving forward including inclusion of the boardwalk as part of the regular maintenance program. He pointed out that presently maintenance attention is given from Adams Street to Main Street and that staff is recommending expanding the area from Adams Street to A Street due to increased usage.

Mr. Harmon addressed recommended enhancements including expansion of maintenance on sidewalks and the boardwalk. He presented details of the enhanced locations and well as recommendations for increased frequencies. He reported that summer is generally considered the period from Memorial Day to Labor Day.

Discussion followed regarding the day for scheduled cleaning and Mr. Harmon reported that he will advise the Committee once maintenance is placed on a fixed schedule. He added that the entire square footage will be cleaned in one day noting that it will take a few hours to complete at a time.

Chair Henn reported that the Balboa Village BID and others are working on a special events calendar for the Village that will include times outside the summer months and expanding the Boat Parade event. He offered that the Committee needs to consider whether it will recommend special cleaning during important special events.

Mr. Harmon noted that much of that is accomplished presently but that frequencies will be expanded within the budget to cover special events cleaning efforts.

Discussion followed regarding possibly prioritizing certain areas and decreasing areas with less traffic and needing fewer cleanings.

Mr. Harmon agreed that there are areas of various impacts and addressed mobilization of cleaning crew noting that it makes sense to clean both low- and high-impacted areas at the same time.

Mr. Harmon presented details of maintenance to trash receptacles, types of containers, and proposed enhancements for a uniform look. He noted that the frequency for maintaining trash is daily but noted challenges with keeping within budget.

Discussion followed regarding the possibility of increasing the number of containers.

Chair Henn commented on the need for a uniform look and feel and addressed the idea of an expanded Fun Zone.

Mr. Harmon addressed the total number of receptacles per type and benefits of the designer concrete containers.

Discussion followed regarding the anticipated life of the proposed designer containers, ease of movement, container covers, the number of containers on Balboa Boulevard and the need for additional containers at that location.

Brief discussion followed regarding the street-sweeping schedule.

Mr. Harmon addressed planting containers, types of plants, maintenance and watering schedule and proposed enhancements. He reported the plan to add drought-tolerant and colorful plants to existing containers and hanging baskets.

He addressed initial enhancement costs as well as ongoing costs for the various maintenance needs.

Mr. Harmon addressed replacement of designed concrete sidewalks noting the different existing types and suggested that decisions will need to be made regarding the types of sidewalks desired.

Council Member Petros stated that he is encouraged with the proposed plans and that he will work with his colleagues to support the expenditures. He addressed private investments in the area and hoped that there is a lot more that can be done in terms of the City's investment.

Chair Henn addressed previous discussions regarding redesigning the streetscape in the Village, extensively in order to provide a streetscape identity to the area.

Director of Community Development Brandt reported that it is included in Year 2 of the Master Plan. She added that what Mr. Harmon is recommending represents something that can be accomplished now to address immediate concerns being expressed in the area.

Mr. Harmon noted that there will be more to do in the future.

Discussion followed regarding engaging businesses to get onboard with the proposed plan.

Ms. Brandt addressed the façade improvement program and incentives to encourage business owners to upgrade their façades.

Chair Henn commented on exploring other elements to enhance the area including participation by the Urban Land Institute to stimulate workable and executable ideas and recommendations.

Council Member Petros commented on his experience with walk-able communities in Oceanside along Mission Boulevard. He stated that the City has the ability to affect and make change and presented examples of other actions that can be taken for the desired results.

Discussion followed regarding clarification of costs for the proposed enhancements in steam-cleaning.

Members of the Committee commented positively on the proposed recommendations and plans.

Ensuing discussion pertained to possible additions to the plans for Year 2.

Interested parties were invited to address the Committee on this matter.

Jim Mosher requested and was provided clarification regarding total and incremental costs related to steam-cleaning.

Discussion followed regarding collection of the trash and Mr. Harmon reported that the containers have plastic liners and that trash is collected seven days a week. He added that the new receptacles should offer extra capacity.

A recommendation was made to increase the number of receptacles in areas of high impact. Mr. Harmon reported that additional collection is performed during holidays. Staff will work to determine hot spots and additional needs.

Chair Henn suggested agendaizing an action item for the next meeting where the Committee would finalize its recommendations.

Discussion followed regarding the need to keep the pier clean. Mr. Harmon felt that the only way to keep it clean is to add resources.

The public was encouraged to email staff with locations of hotspots that need attention so that it is available for the Committee's next meeting.

IV. Approved 2013 Work Program Schedule (Attachment 2)

3. Update of City Council Action on January 22, 2013

Recommended Action: Receive and file.

Deputy Community Development Director Brenda Wisneski noted approval of the work program by Council.

Chair Henn stated that Council's approval was strong but not without differences of opinion voiced from the dais. He noted that the Committee will need to be mindful of the fact that Council may have different ideas than the Committee going forward.

VI. Parking Program Working Group

Recommended Action: Appoint up to three members.

Ms. Wisneski reported that the working group will be a Sub-Committee of the Advisory Committee and must be composed of no more than three Members of the Committee.

Member Stratton reported that Members Rodheim and Keane have indicated interest in being part of the Sub-Committee. Council Member Petros indicated that he would like to participate and Member Keane conceded.

Member Stratton moved to appoint Members Stratton and Rodheim and Council Member Petros to the Parking Sub-Committee. Member Keane seconded the motion.

Ms. Brandt reported that the Sub-Committee does not need to have noticed public meetings but must be mindful that Members cannot communicate with other Members of the BVAC unless it is within a meeting forum and that the Sub-Committee is expected to report its activities to the Balboa Village Advisory Committee.

Ms. Wisneski addressed the scope of work assigned to the Sub-Committee.

Interested parties were invited to address the Committee on this matter.

Jim Mosher felt that it would be beneficial to have better clarity regarding the Sub-Committee's charges.

Chair Henn recommended that the first report of the Sub-Committee include a summary of the work plan of the Sub-Committee.

Ms. Brandt reported there is a parking consultant on board who will be performing a lot of field work, analysis and reporting. The Committee and Sub-Committee will have the reports available for review.

The motion carried unanimously.

VII. Public Comment (Attachment 4 – Written Correspondence)

Ms. Wisneski reported that staff receives written correspondence every so often regarding Committee issues and that these are included in the agenda packets.

Chair Henn indicated that he has not had a chance to review "Walk-able City" but that he intends to do so.

Ms. Wisneski addressed items that will be included in the agenda for the Committee's next meeting.

VIII. Adjournment Next Meeting Date Wednesday, March 13, 2013 4:00 p.m.to 5:30 p.m.

There being no further business to come before the Committee, Chair Henn adjourned the meeting at 5:13 p.m.